MUSTT Tutorial for Riders

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NEXT SLIDE

NEW RIDERS TO MUSTT
CREATING AN ACCOUNT (RECORD)

This tutorial will take you step-by-step through creating your AFSAS/MUSTT Training Account (Record). All Air Force (AF) motorcycle riders, to include off-road motorcycle riders, are required to be registered in the MUSTT Training Module. This requirement applies whether you intend to register or ride your motorcycle on or off-installation. It also applies to Air National Guard and Air Force Reserve members who operate a motorcycle on or off-duty while on Title 10 or 32 orders.

Log into a computer with CAC accessibility. Insert CAC and log into https://afsas.af.mil

A screen, similar to one below will appear. Background color will be different as this tutorial was created using a training module.

AFSAS

NOTE: You can log using your username/password because the AFSAS feature is enabled.

My Username *

My Password *

⏻ Login

🖳 Create AFSAS Account

🔄 Re-link CAC with AFSAS Account

Show Administrators

| AFSAS Production | AFSAS Training |

NOTE: Username and Password is not required.

Click on the "Create AFSAS Account"

Click "Next Slide" to continue tutorial

NEXT SLIDE

CREATING AN ACCOUNT (RECORD)

From this screen enter your personal demographics. Each of the 4 sections shown will be addressed on the next 4 slides.

All information requested with title shaded in red is a mandatory field.

Click "Next Slide" to continue tutorial.

CREATING AN ACCOUNT (RECORD)
Personal Information

Personal Information

Field	Value
Employment Status Tier 1: *	US Military and Coast Guard
Employment Status Tier 2: *	USAF Regular
Grade: *	E4
Last Name: *	Allen
First Name: *	Alfred
Middle Name: (optional)	Anthony
Assigned Organization Tier 1: *	US Air Force
Assigned Organization Tier 2: *	377 Maintenance Squadron (377 MXS)
Office Symbol: *	MXAA e.g. SE, MXAA, SGPM
	[377 MXS/ MXAA]
	If this is incorrect, read the hover helps for Organization Tier 1 and Office Symbol.
AFSAS thinks you work at:	
Base: *	Kirtland AFB (KIKR)
	☐ Not located on a Government Installation
Functional Area: *	Maintenance - Aircraft
AFSC/Job Series: *	Aircraft Structural Maintenance (2A7X3)
Skill Level: *	Journeyman (5)
Motorcycle rider? *	⦿ Yes ○ No

Section One is your Personal Information.

NOTE: The initial screen you see will not have the Employment Status Tier 2 or Assigned Organization Tier 2. As you fill in Tier 1 data the Tier 2 fields will appear, if needed.

As a minimum you must complete all fields titled in RED with a RED *.

A black arrow located at the right corner of a fillable field indicates there is a drop down menu, user must select from the drop down menu. A sample of the drop down for "Employment Status Tier 1" is located below.

Click "Next Slide" to continue tutorial.

-- select employment status --
-- select employment status --
US Military and Coast Guard
Civilian
Foreign Military

NEXT SLIDE	LAST SLIDE VIEWED

CREATING AN ACCOUNT (RECORD)
Contact Information

Section Two is your Contact Information.

The more information provided here will ensure your MSR or Commander will be able to contact you should the need arise. It will also provide the AFSAS/MUSTT Training Module contact information to keep you informed of any changes that may be made in the future to AFSAS/MUSTT Training Module.

Click "NEXT SLIDE" to continue tutorial.

CREATING AN ACCOUNT (RECORD)
Job Functions

Section Three is information related to your Job Functions.

Check the box(es) for job functions you currently hold. For most new riders, the only box that needs to be checked is "Other (i.e. Motorcycle Rider/..)

Click "NEXT SLIDE" to continue tutorial.

NEXT SLIDE   **LAST SLIDE VIEWED**

CREATING AN ACCOUNT (RECORD)
Account Information

Section Four is your Account Information

Click on the circle next to "Basic" to establish an initial AFSAS account for new riders.

In the Applicant's Justification for AFSAS Access type in "Motorcycle Rider".

Once you have completed section four, go back and double check to ensure all information is correct in sections 1 through 4 and change if necessary. If all information is correct click on "Submit Application".

Click "NEXT SLIDE" to continue tutorial.

AFSAS USER AGREEMENT

Once you submit your application a new window will appear which is the "USER AGREEMENT for the AIR FORCE SAFETY AUTOMATED SYSTEM (AFSAS)".

Read the agreement and then in the four boxes place a check mark by clicking on the box in front of the RED narrative of understanding. By clicking on the box you acknowledge you understand the rules pertaining to use of AFSAS.

Once you have read and acknowledged the restrictions click on the "Continue to AFSAS" button at the bottom left corner of the page.

Click "NEXT SLIDE" to continue tutorial.

CREATING AN ACCOUNT (RECORD)
Professional Experience

PROFESSIONAL EXPERIENCE   🖨 Print   – Size +

! **WARNING** Please enter/review your professional experience information and be sure to click on the 'Save Professional Experience' button at the bottom of the page.

– Account Header

Account ID: 305967   Name: E4; Allen, Alfred A.; USAF 377 MXS/MXAA ✉   Last Updated: 12 FEB 2014 1635(Z)
DoD ID: --   Base: Kirtland AFB   Expiration Date: 12 MAY 2014

Are you rated?* 📋 ⦿ Yes ⦿ No

Do you have Aircraft or Remotely Piloted Aircraft (RPA) airframe or engine maintenance experience?* 📋 ⦿ Yes ⦿ No

– Period of Unavailability for Investigations (optional) 📋

No period of unavailability has been entered

➕ Add New Period of Unavailability

💾 Save Professional Experience

This window will allow you to list your professional experiences.

Read each question in RED and click on the circle to the left of the appropriate response.

If you answered "YES", to either question, you may enter dates of unavailability to assist in a safety investigation by clicking on "add New Period of Unavailability". This field is optional but is helpful for planning purposes if you have these specialized experiences.

NOTE: At this point don't concern yourself with the "MENU" to the left of the Professional Experience box or the tab "MENU" at the top of the page above the Professional Experience box. These will be explained later when addressing editing your record in MUSTT Training Database.

Once all information is checked click on the "Save Professional Experience" button to proceed.

Click "NEXT SLIDE" to continue tutorial.

NEXT SLIDE   **LAST SLIDE VIEWED**

UPDATE MOTORCYCLE RIDER

Once your "Professional Experience" is submitted you have completed your registration in AFSAS/MUSTT Training Module. Now you will begin completing information regarding your riding experience and training.

On this page complete all open data fields by filling in or clicking on the appropriate circle.

NOTE: Anytime you see this icon" 📅 " it indicates there is a calendar view for selecting a date. By clicking on the ICON a calendar will appear for you to research the date needed and select.

Once complete click on the "Save Motorcycle Rider" at the bottom left of this screen to proceed.

Click "NEXT SLIDE" to continue tutorial.

MANAGE MOTORCYCLES

On this screen you will enter information about your motorcycle(s).

Verify your personal information in "Account Holder" section.

Click "Add a Motorcycle" to begin the process of entering your motorcycle(s).

Click "NEXT SLIDE" to continue tutorial.

NEXT SLIDE   **LAST SLIDE VIEWED**

UPDATE MOTORCYCLES

UPDATE MOTORCYCLE 🖨 Print – Size +

– Account Header

Account ID: 305967 Name: E4; Allen, Alfred A.; USAF 377 MXS/MXAA ☑ Last Updated: 12 FEB 2014 1635(Z)
DoD ID: -- Base: Kirtland AFB Expiration Date: 12 MAY 2014

Type: * Sport
Year: * 2012
Make: * Ducati
Model: * Monster
Engine Size: * 751-1000CC
Horsepower: (optional)

Approximate Date First
Rode this Motorcycle: * Month JUL Year 2013

Riding Status: * ● Currently Ridden ○ Previously Ridden

Years experience with this Motorcycle: 0.6

🖫 Save Motorcycle ⊘ Cancel

Sport Bike:
A term applied to light weight, high horsepower motorcycles with designed with emphasis on acceleration, cornering and stopping power. Sport Bikes have an aggressive riding position with the rider's belly to the gas tank. Their weight makes them easy to handle but the sensitive and powerful accelerator can get an inexperienced rider into trouble. These bikes are very popular with young riders.

NOTE: When you enter "type" of motorcycle, a photo will appear for you to verify your motorcycle. If the photo isn't similar to your motorcycle, select a different style of motorcycle.

On this screen you will enter information concerning your motorcycle. Only one motorcycle will be entered at a time.

Once the motorcycle information is entered, identify the Riding Status of this motorcycle by checking "Currently Ridden" or "Previously Ridden".

There are Hover help ICONs "🗐' located throughout the AFSAS/MUSTT/Training module. To help you understand what information the field is requesting, click on the Hover help if you need further clarification.

An example of a Hover help is illustrated below. The Hover help shown is for "Riding Status". If you roll the computer cursor over the Hover help a popup will appear with help information. To lock the popup window open, double left click on the Hover help Icon.

Click on "Save Motorcycle" to be taken to the next screen for adding more motorcycles or indicating you are done with entering motorcycles.

Click "NEXT SLIDE" to continue tutorial.

Example:

Currently Ridden: Includes <u>currently</u> owned and rented or loaned motorcycles.

Previously Ridden Includes <u>previously</u> owned and rented or loaned motorcycles.

UPDATE MOTORCYCLES

From this screen, verify the motorcycle information is correct for the motorcycle you entered. If not, select the "Update Motorcycle" ICON " 📝 " to make changes and save your changes.

If changes are not needed and all information is correct, you can either enter another motorcycle by clicking on "Add a Motorcycle" or move on to next entry page for training.

To move to the next page, click "Done with Motorcycles" at bottom left of screen.

Click "NEXT SLIDE" to continue tutorial.

MANAGE TRAINING COURSES

From this screen, you can only verify training entered. If any corrections or new training needs to be entered contact your unit MSR.

As a rider you will not be able to enter training. However, you will be able to upload your training card or certificate, which will be shown later in this tutorial.

Once you have completed reviewing this page click "Done with Formal Training" to proceed.

Click "NEXT SLIDE" to continue tutorial.

MANAGE UNIT/BASE BRIEFINGS

MANAGE UNIT/BASE BRIEFINGS

🖶 Print – Size +

– Account Header

Account ID: 305967 **Name:** E4; Allen, Alfred A.; USAF 377 MXS/MXAA ✉ **Last Updated:** 12 FEB 2014 1635(Z)
DoD ID: -- **Base:** Kirtland AFB **Expiration Date:** 12 MAY 2014

– 0 List of Unit/Base Briefings

Please upload any supporting documentation for your Motorcycle briefing courses and then contact your MSR to verify the documentation and add your briefing records.

No Unit/Base Briefings Entered.

📄 Done with Unit/Base Briefings

This screen allows you to review Unit/Base briefings you have attended.

As a rider you will not be able to enter briefings.

However, you will be able to upload proof of briefing attended, which will be shown later in this tutorial.

Any additions or changes will be made by contacting your MSR.

When review of this page is complete click on "Done with Unit/Base Briefing" to proceed.

Click "NEXT SLIDE" to continue tutorial.

MANAGE FILES

From the Unit/Base Briefings screen you will enter Managing Files.

On this screen, you will be able to upload electronic copies of your training and briefing documents as well as other files you feel would be beneficial to have concerning motorcycle safety.

Uploading proof documents prior to notifying MSR of training or briefings attended will speed up the MSR verification process. If your documents have already been uploaded the MSR can quickly reference/verify them and enter training or briefing accomplished.

To upload an electronic record (all commonly used formats may be saved: .doc, .docx, .bmp, .jpg, et.) click "Add Files" button.

Click "NEXT SLIDE" to continue tutorial.

MANAGE FILES

Click the "Browse" button.

Select file from computer to upload

Select file from computer by double left clicking on the file. The file will be shown as ready for "File to Upload"

Once you verified it is the correct file. Click "Submit Upload" button.

Click "NEXT SLIDE" to continue tutorial.

MANAGE FILES

From the main Manage Files window, you can verify the file was properly uploaded. From here you can also delete the file by clicking on the ' ✗ " ICON.

Also, you can change the file name or replace the file uploaded by clicking on " 📝 " ICON and following instructions.

To upload another file just click on the "Add Files" and repeat procedures.

Once complete click on "Done with Files" to proceed.

Click "NEXT SLIDE" to continue tutorial.

ACCOUNT VALIDATION RESULTS

ACCOUNT VALIDATION RESULTS 🖨 Print – Size +

ⓘ**MESSAGE** All required Account Information has been entered. However, you should review all warnings below.

– Account Header

Account ID: 305999   Name: E4; Allen, Alfred A.; USAF 377 MXS/MXAA ✉   Last Updated: 12 FEB 2014 2102(Z)
DoD ID: --   Base: Kirtland AFB   Expiration Date: 12 MAY 2014

– Found 0 Issues And 3 Warnings

✓ Account Information (0 issues, 0 warnings)

⚠ – Account Roles (0 issues, 1 warnings)

  WARNING: This account is approaching the recertification deadline in 88 days. You must request recertification AND your user administrator must approve your request **before 12 MAY 2014.** If both of these actions do not occur, your account's roles will be removed.

✓ Professional Experience (0 issues, 0 warnings)

✓ Rider (0 issues, 0 warnings)

✓ Motorcycle (0 issues, 0 warnings)

⚠ + Formal Training (0 issues, 1 warnings)

⚠ + Unit/Base Briefings (0 issues, 1 warnings)

⟳ Clear Account Validation Results

📋 Done With Account Validation

Account Validation took 7.52 seconds to analyze this record. 📋

You have completed your record and AFSAS is validating the information entered. Unless you have issues or warnings associated with the "Account Information, Account Roles, Professional Experience, Rider, or Motorcycle" you can close the "Account Validation Results" window by clicking on "Done With Account Validation".
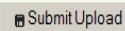
To correct issues or warnings, click on the area of the issue or warnings and make appropriate corrections. Also, you may have to contact your MSR on some issues and warnings and they should be able to correct them if needed.

You have completed your record in AFSAS/MUSTT Training Module.

Click "Done with Account Validation" to proceed.

Click "NEXT SLIDE" to continue tutorial.

NEXT SLIDE   **LAST SLIDE VIEWED**

DATA VIEWER HOMEPAGE

DATA VIEWER: HOMEPAGE 🖨 Print − Size +

− Personal Information

DoD ID:	--
Employment Status Tier 1:	US Military and Coast Guard
Employment Status Tier 2:	USAF Regular
Grade:	E4
Name:	Allen, Alfred Anthony
Assigned Organization Tier 1:	US Air Force
Assigned Organization Tier 2:	377 Maintenance Squadron (377 MXS)
Office Symbol:	MXAA
AFSAS thinks you work at:	377 MXS/MXAA
Base:	Kirtland AFB
Functional Area:	Intelligence
AFSC/Job Series:	Aircraft Structural Maintenance (2A7X3)
Skill Level:	Journeyman
Motorcycle rider?	Yes

Email Address: allen.alfred@us.af.mil ✉

Phone:	DSN:	(312) 246 - 0000
	US Commercial:	(505) 846 - 0000
	International:	--

Official Mailing Address:	Line 1:	--
	Line 2:	--
	Line 3:	--
	City, State, Zip	--
	or Foreign Country:	

+ 1 Job Function in Current Position

+ 1 Account Roles

+ Professional Experience

+ 1 Attached Files

+ Motorcycle Rider Data

+ Account Information

+ History Log

📋 Done With Data Viewer

From this page you can review your entire record. As shown to the right, there are 8 sections. Personal Information, Job Function in Current Position, Account Roles, Professional Experience, Attached Files, Motorcycle Rider Data, Account Information, and History Log. To open or close each section click on the − or + located to the left of the section titles.

If no changes are needed and you have completed your review, click on "Done with Data Viewer" . You will be taken to a screen identifying your AFSAS Administrators. If you should have problems with AFSAS, submit a "Feedback" information located later in this tutorial or contact your MSR who will contact an administrator if needed.

You have completed entering and reviewing your data within the MUSTT/Training Module.

Click "NEXT SLIDE" to continue tutorial.

MENUS

Next, we will discuss the Menus located at the Top and Left side of the MUSTT/Training module.

If you don't wish to continue, at the top of the MUSTT/Training module page, move your cursor over your name, click on "Logout" or just close window. It is always better to "Logout" than just close window.

The next few slides will briefly talk to the menus located at the TOP of the page and along the LEFT side of the page.

Starting with the TOP menu.

Click "NEXT SLIDE" to continue.

NEXT SLIDE   LAST SLIDE VIEWED

TOP MENU

My Account
My Account Roles
My Professional Experience
My Files
My Account Validation
My Data Viewer
My User Administrators
My Organization Hierarchy
My User Agreement
Create My Secondary Account
Search Accounts

Under the "MY ACCOUNT" tab you will be able to preview and make changes to your AFSAS account, your roles, professional experience and uploaded files. The primary tab here that will be used is the "My Account" tab. Under this tab you will be able to change your unit of assignment should you PCS or PCA. Also when you retire you will be able to remove your record from a unit roster.

MY ACCOUNT tab used to change "Assigned Organization Tier 2" to gaining unit. Before leaving your old unit for your new unit use this tab to change your unit of assignment "Assigned Organization Tier 2" from current unit to gaining unit. Tab also will allow you to change your status as a motorcycle rider from "YES" to "NO" or from "NO" to "YES". Before retiring or separating change status to "NO" if currently being tracked as a rider. (Click to Preview Screen shot).

MY ROLES will change your account from a basic to and elevated. **Do not** change without confirming your need to upgrade with your Unit Administrator (UA) for AFSAS.

MY PROFESSIONAL EXPERIENCE will only be used should you become rated. **Do not** change without confirming your need to change with your UA. (Click to Preview Screen Shot).

MY FILES allows you to edit, upload or delete electronic files in your record. (Click to Preview Screen Shot).

MY ACCOUNT VALIDATION will run an internal check to see if there are issues are warnings associated with your account. (Click to Preview Screen Shot).

MY DATA VIEWER used to preview entire record. Cannot make any changes from this view. (Click to Preview Screen Shot).

MY USER ADMINISTRATOR shows a listing of your AFSAS UAs and contact information.

MY ORGANIZATION HIERARCHY used by developers and UAs.

MY USER AGREEMENT may be used to refresh your memory and understanding of responsibilities for use of AFSAS. (Click to Preview Screen Shot).

CREATE MY SECONDARY ACCOUNT AND SEARCH ACCOUNTS used only by UAs and MSRs.

NEXT SLIDE   LAST SLIDE VIEWED

TOP MENU

EMAIL tab: Self-explanatory.

FEEDBACKS tab: Under this tab the only internal feedback tab you may use will be the one titled "My Submitted Feedbacks". Used to review any feedbacks you may have submitted.

FILE SHARING tab: Will not be used by riders.

HELP: Self-explanatory.

LOGGED IN AS: The primary use of this tab is to Log Out.

LEFT MENU INDEX

The LEFT index menu has many tabs similar to the TOP menu. In the previous page we talked about My Account, My Account Roles, My Professional Experience, My Files, etc. Primarily the only tabs you will use in the LEFT menu are the Rider Information and Motorcycles tabs. These Tabs we covered during creation of your record.

Rider Information: View Screen Shot

Motorcycles: View Screen Shot

Please consult with your MSR for assistance with maintaining your record in AFSAS.

NEXT SLIDE   LAST SLIDE VIEWED

MUSTT Tutorial for Riders

END

Please send any comments or suggestions to improve this training tutorial to:
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